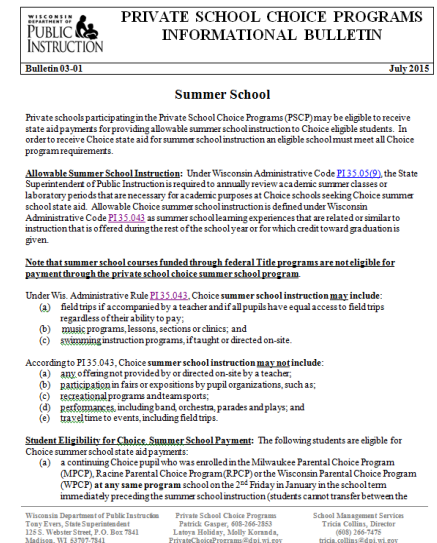# Private School Choice Programs Summer School Report

Schools participating in the Private School Choice Programs (PSCP) that have offered summer school may be eligible to receive state aid payments for providing allowable summer school instruction to Choice eligible students. This presentation provides guidance to schools on how to complete the Summer School Report (Form PCP-109, available at http://sms.dpi.wi.gov/files/forms/xls/fpcp-109.xls)

In order to receive Choice state aid for summer school instruction, an eligible Choice school must meet all Choice Program requirements. To be eligible to receive summer school payment for instruction to eligible Choice Program students, the Choice school must:

1) Schedule a minimum of 19 days of pupil instruction during their summer school term;

AND

2) Offer a minimum of 270 minutes of pupil instruction per scheduled summer school day.

In order for a Choice Program student to be eligible to receive a summer school payment at an eligible Choice Program school, the student must have attended a course taught at the Choice school's summer school program for a minimum of 15 days.

Additional details are available in the Summer School Bulletin available at: http://sms.dpi.wi.gov/files/sms/pdf/pcp_summer_bulletin_2015.pdf

Private School Choice Programs Summer School Report

The Private School Choice Programs Summer School Report is available on the Choice Program web site:
http://sms.dpi.wi.gov/files/forms/xls/fpcp-109.xls

This is a screen shot of the instruction page, providing details on how to complete the report.

When this file is open on your computer, you may click on these tabs to move between the Instructions, Cover Sheet, and Schedules 1, 2, and 3.

INSTRUCTIONS FOR COMPLETION OF SPREADSHEET VERSION
SUMMER SCHOOL REPORT
(PCP-109)

Cover
Complete the information in the fields shaded in yellow. Once the entire form is completed, the school's choice administrator must sign and date the form (area shaded in blue) prior to submitting to the Department of Public Instruction (DPI). To be eligible for a summer school choice payment, a school must have scheduled a minimum of 19 days of pupil instruction, with a minimum of 270 minutes of direct instruction scheduled per day.

Schedule 1 Summer School Course List
In column A, rows 1 through 8, list all courses that were provided for grades K4 through 8. List all courses that were provided for grades 9 through 12 in rows 10 through 17. As a reminder, summer school courses funded through Title I monies are not eligible for payment through the private school choice summer school program, and should not be included on the summer school course list.

In column B, list the length in minutes that the course was offered each day. For example, if a school provides a class for 60 minutes for 20 days, 60 should be entered in Column B. The school must provide a minimum of 270 minutes of direct instruction per day to qualify for the summer school choice payment.

Schedule 2 Summer School Days Attended for K4 through 8th Grades
The courses the school entered on Schedule 1 (rows 1 through 8) should now appear in the section E columns on this tab. List all choice students in grades K4 through 8 who attended summer school and who were either in the Choice Program at any choice school on the 2nd Friday in January 2015 or who have been accepted in the Choice Program at your school for the 2015-16 school year. The students should be listed alphabetically by last name and by grade level (beginning with K4).

In column B, enter the grade the student was in for summer school.
In column C, if the pupil was in the Choice Program on the 2nd Friday in January 2015, enter a "C". If the pupil has been accepted in the Choice Program at your school for the 2015-16 school year, enter "A". Only Choice Program students should be entered on this form.

Next, enter the number of days the student attended summer school in Column D. In order to be eligible for the choice summer school payment, the student must have attended a minimum of 15 days of summer school.
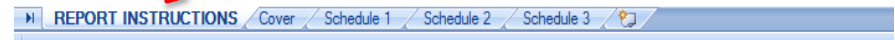In section E, put an "X" for all the courses the student attended. Column F will indicate if the pupil is eligible for a summer school choice payment based on the information you have entered. Columns A through E must be completed for the pupil to be eligible.

Schedule 3 Summer School Days Attended for 9th through 12th Grades
The courses the school entered on Schedule 1 (rows 10 through 17) should now appear in the section E columns on this tab. List all choice students in grades 9 through 12 who attended summer school and who were either in the Choice Program at any choice school on the 2nd Friday in January 2015 or who have been accepted in the Choice Program at your school for the 2015-16 school year. The students should be listed alphabetically by last name and by grade level (beginning with grade 9).

In column B, enter the grade the student was in for summer school.
In column C, if the pupil was in the Choice Program on the 2nd Friday in January 2015, enter a "C". If the pupil has been accepted in the Choice Program at your school for the 2015-16 school year, enter "A". Only Choice Program students should be entered on this form.

Next, enter the number of days the student attended summer school in Column D. In order to be eligible for the choice summer school payment, the student must have attended a minimum of 15 days of summer school.
In section E, put an "X" for all the courses the student attended. Column F will indicate if the pupil is eligible for a summer school choice payment based on the information you have entered. Columns A through E must be completed for the pupil to be eligible.

DPI staff will verify the eligibility of Choice students for summer school by checking the list of Choice summer school students against the prior January enrollment lists and against eligible applications on file for newly accepted students at your school. Your auditor will also review the summer school report and the attendance records as part of the September enrollment audits.

If you have questions related to this report, contact Patrick Gasper at patrick.gasper@dpi.wi.gov or 608-266-2853.

When printing the report, we suggest that you first do a "Print Preview" before actually printing Schedule 2 and 3. Then, print only the pages that have data on them. Make sure to have the school's Choice Administrator sign and date the cover sheet, and then send the report to the Department of Public Instruction by October 1, 2015, while retaining a copy of the spreadsheet for your records and auditing purposes.

You may scan a copy (with Choice administrator's signature and date signed) and send it by email to: PrivateSchoolChoice@dpi.wi.gov Please note, this email box will accept individual emails of up to 15mb.

REPORT INSTRUCTIONS | Cover | Schedule 1 | Schedule 2 | Schedule 3

Cover Sheet

On the cover sheet, only complete the items shaded in yellow.

For "Summer School Dates," enter the beginning date of summer school classes and the ending date using the "Mo/Day/Year" format. Also enter the starting and ending times for each day of summer school.

Enter the number of days you did not hold summer school between your beginning and ending dates (for example if you did not hold summer school on July 3, enter 1).

The form will automatically calculate the number of days of instruction, subtracting (if applicable) the July 4 holiday.

After completing the sections shaded in yellow on the cover sheet, continue by completing schedule 1, and schedule 2 and/or 3 as necessary.

Additional instructions for submitting the report available at the bottom of the Report Instructions tab.

Schedule 1: School Course Lists

The top section is only for courses offered to students in grades K4 though 8.

In column A, enter the title of the course (i.e. Math, Reading, Science).

In Column B, for each course listed in Column A, enter the number of minutes per day the course was offered during summer school.

The lower section is only for courses offered to students in grades 9 though 12.

In column A enter the title of the course (i.e. Math, Reading, Science).

In Column B, for each course listed in Column A, enter the number of minutes per day the course was offered during summer school.

Schedule 1: Summer School Course Lists

INSTRUCTIONS

In column A, rows 1 through 8, list all courses that were provided for grades K4 through 8. List all courses that were provided for grades 9 through 12 in rows 10 through 17. As a reminder, summer school courses funded through Title I monies are not eligible for payment through the private school choice summer school program, and should not be included on the summer school course list. In column B, list the length in minutes that the course was offered each day. For example, if a school provides a class for 60 minutes for 20 days, 60 should be entered in Column B. The school must provide a minimum of 270 minutes of direct instruction per day to qualify for the summer school choice

K4 THROUGH 8 COURSE LIST

	A Course Title	B Length in Minutes Each Day
1	Math	60
2	Reading	60
3	Science	60
4	Social Studies	60
5	Art	60
6		
7		
8		
9	Total Minutes	300

9 THROUGH 12 COURSE LIST

	A Course Title	B Length in Minutes Each Day
10	Biology	75
11	Geometry	75
12	Algebra I	75
13	Algebra II	75
14	US Literature	75
15		
16		
17		
18	Total Minutes	375

Course Completion Instructions | Cover | **Schedule 1** | Schedule 2 | Schedule 3

NOTE: The information entered in column A will automatically transfer to the appropriate sections on Schedules 2 and 3. The "Total Minutes" information calculated from your entries in column B will automatically transfer to the appropriate section on the cover sheet.

Schedule 2: Days Attended by students in Grades K4-8

Only enter choice students who attended your summer school program on this report. Do not enter non-choice students on this report.

When entering names of choice students, be sure the name matches their name as it appears in the Online Application System (OAS).

In column A, the students should be listed first in grade order (beginning with K4) and then alphabetically by last name within each grade.

In column B, the school is to indicate the grade level that they determine the student to be in during summer school.

Schedule 2: Days Attended by students in Grades K4-8 (continued)

In column C, enter the letter "C" (or choose C from the drop down list) if the pupil was in the Choice program on the 2nd Friday in January 2015, <u>at your or any Choice program school</u>.

If the pupil was not counted as a Choice student on the 2nd Friday in January 2015, but has been <u>accepted to attend your school</u> in the Choice program for the 2015-16 school year, enter "A".

Schedule 2: Days Attended by students in Grades K4-8 (continued)

The courses entered on Schedule 1 (rows 1 through 8) should appear in the section E columns on this schedule.

In column D, enter the total number of summer school days the student attended.

- Do not include days in which the student was absent from summer school, even if it was an excused absence.
- If a student attended a partial day, the school may mark that as a full day of attendance.

Again, only include days in which the student attended the summer school program.

In section E, the school is to indicate which of the summer school courses the student attended by marking an "X" in the appropriate column(s). The courses should already appear based on the information the school entered on Schedule 1 of this report. The student must have attended at least one of the courses offered to be eligible for a Choice summer school payment.

The report will automatically determine if the student is eligible for a choice summer school payment based on the information the school enters. If the student attended any of the summer school courses offered by the school, and the student was in attendance during the summer school program for a minimum of 15 days, the report will indicate the student as eligible for a summer school voucher payment.

Schedule 3 : Days Attended by students in Grades 9-12

Only enter choice students who attended your summer school program on this report. Do not enter non-choice students on this report.

When entering names of choice students, be sure the name matches their name as it appears in the Online Application System (OAS).

In column A, the students should be listed first in grade order (beginning with 9) and then alphabetically by last name within each grade.

In column B, the school is to indicate the grade level that they determine the student to be in during summer school.

ABC Academy
Schedule 3: Days Attended for 9 through 12th Grade
INSTRUCTIONS

The courses the school entered on Schedule 1 (rows 10 through 17) should now appear in the section E columns on this tab. List all choice students in grades 9 through 12 who attended summer school and who were either in the Choice Program at any choice school on the 2nd Friday in January 2014 or who have been accepted in the Choice Program at your school for the 2014-15 school year. The students should be listed first in grade order (beginning with grade 9) and then alphabetically by last name within each grade. In column B, enter the grade the student was in for summer school. In column C, if the pupil was in the Choice Program on the 2nd Friday in January 2014, enter a "C". If the pupil has been accepted in the Choice Program at your school for the 2014-15 school year, enter "A". Only Choice Program students should be entered on this form. Next, enter the number of days the student attended summer school in Column D. In order to be eligible for the choice summer school payment, the student must have attended a minimum of 15 days of summer school. In section E, put an "X" for all the courses the student attended. Column F will indicate if the pupil is eligible for a summer school choice payment based on the information you have entered. Columns A through E must be ...

9 THROUGH 12TH GRADE CLASS LIST

LINE	A Student Names *Last name, First name*	B Summer School Grade Level	C Continuing Student (C) or Accepted Student (A)	D Number of Days in Attendance	Biology	Geometry	Algebra I	Algebra II	US Literature	Course 6	Course 7	Course 8	F Pupil Eligibility
1	Anderson, Gary	9	A	16	x	x			x				Eligible
2	Bartowski, John	9	A	16	x	x	x						Eligible
3	Calatrava, Maria	9	A	17	x			x	x				Eligible
4													
5	Davis, Anthony	10	C	12	x		x						Not Eligible
6	Edwards, Janice	10	A	18	x	x							Eligible
7	Fernandez, Dorothea	10	C	19	x		x		x				Eligible
8													
9	Grant, James	11	C	19	x	x	x		x				Eligible
10	Hawthorne, Julia	11	A	19	x								Eligible
11	Ibarra, Ynes	11	C	17	x		x		x				Eligible
12	Johnson, Walter	11	C	8		x		x	x				Not Eligible
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													

Course Completion Instructions / Cover / Schedule 1 / Schedule 2 / **Schedule 3**

Schedule 3: Days Attended by students in Grades 9-12 (continued)

In column C, enter a "C" (or choose C from the drop down list) if the pupil was in the Choice program on the 2nd Friday in January 2015, <u>at your or any Choice program school</u>.

If the pupil was not counted as a Choice student on the 2nd Friday in January 2015, but has been <u>accepted to attend your school</u> in the Choice program for the 2015-16 school year, enter "A".

ABC Academy
Schedule 3: Days Attended for 9 through 12th Grade

INSTRUCTIONS

The courses the school entered on Schedule 1 (rows 10 through 17) should now appear in the section E columns on this tab. List all choice students in grades 9 through 12 who attended summer school and who were either in the Choice Program at any choice school on the 2nd Friday in January 2014 or who have been accepted in the Choice Program at your school for the 2014-15 school year. The students should be listed first in grade order (beginning with grade 9) and then alphabetically by last name within each grade. In column B, enter the grade the student was in for summer school. In column C, if the pupil was in the Choice Program on the 2nd Friday in January 2014, enter a "C". If the pupil has been accepted in the Choice Program at your school for the 2014-15 school year, enter "A". Only Choice Program students should be entered on this form. Next, enter the number of days the student attended summer school in Column D. In order to be eligible for the choice summer school payment, the student must have attended a minimum of 15 days of summer school. In section E, put an "X" for all the courses the student attended. Column F will indicate if the pupil is eligible for a summer school choice payment based on the information you have entered. Columns A through E must be

9 THROUGH 12TH GRADE CLASS LIST

LINE	A Student Names Last name, First name	B Summer School Grade Level	C Continuing Student (C) or Accepted Student (A)	D Number of Days in Attendance	Biology	Geometry	Algebra I	Algebra II	US Literature	Course 6	Course 7	Course 8	F Pupil Eligibility
1	Anderson, Gary	9	A	16	x	x			x				Eligible
2	Bartowski, John	9	A	16	x	x	x						Eligible
3	Calatrava, Maria	9	A	17	x			x	x				Eligible
4													
5	Davis, Anthony	10	C	12	x		x						Not Eligible
6	Edwards, Janice	10	A	18	x	x							Eligible
7	Fernandez, Dorothea	10	C	19	x		x		x				Eligible
8													
9	Grant, James	11	C	19	x	x	x		x				Eligible
10	Hawthorne, Julia	11	A	19	x								Eligible
11	Ibarra, Ynes	11	C	17	x		x		x				Eligible
12	Johnson, Walter	11	C	8		x		x	x				Not Eligible
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
24													
25													
26													
27													
28													
29													

Course Completion Instructions / Cover / Schedule 1 / Schedule 2 / **Schedule 3**

Schedule 3: Days Attended by students in Grades 9-12 (continued)

The courses entered on Schedule 1 (rows 10 through 17) should appear in the section E columns on this schedule.

In column D, enter the total number of summer school days the student attended.

- Do not include days in which the student was absent from summer school, even if it was an excused absence.
- If a student attended a partial day, the school may mark that as a full day of attendance.

Again, only include days in which the student attended the summer school program.

In section E, the school is to indicate which of the summer school courses the student attended by marking an "X" in the appropriate column(s). The courses should already appear based on the information the school entered on Schedule 1 of this report. The student must have attended at least one of the courses offered to be eligible for a Choice summer school payment.

The report will automatically determine if the student is eligible for a choice summer school payment based on the information the school enters. If the student attended any of the summer school courses offered by the school, and the student was in attendance during the summer school program for a minimum of 15 days, the report will indicate the student as eligible for a summer school voucher payment.

Cover sheet completion

Data the school has entered into the cover sheet and schedules 1, 2, and 3 will automatically be entered into sections III and IV of the cover sheet.

Section III will indicate the number of days of instruction offered by the school during the summer session. If the school held a minimum of 19 days, the "Meets Requirement" section will be marked "Yes."

Section III will also indicate the minutes of instruction offered during summer school by grade level. If the school offered a minimum of 270 minutes of instruction per summer school day, the "Meets Requirements" section will be marked "Yes."

Cover sheet completion
(continued)

Section IV will pull the number of eligible choice students from schedules 2 and 3, and calculate the summer school choice payment expected for the school, subject to DPI verification.

The school will print out the report, and the choice administrator at the school must sign and date the form.

Keep a copy of the completed form for your own records.

Schools must submit the completed form to the DPI by October 1. The signed/dated report may be scanned and submitted by e-mail. The DPI will verify the data. If the choice school and the choice students have met all summer school program requirements, and there are no holds against the school, DPI will issue a summer school choice payment in that will be delivered with the 2nd quarterly choice payment at the end of November.

Wisconsin Department of Public Instruction
PRIVATE SCHOOL CHOICE PROGRAMS
SUMMER SCHOOL PROGRAM REPORT
PCP-109 (Rev. 07-15)

Collection of this data is a requirement of s. 119.23 and 118.60, Wis. Stats., and Chapter PI 35, Wis. Adm. Code.

Refer to detailed instructions.
AT CLOSE OF SUMMER SCHOOL: Complete and submit the signed report by **October 1, 2015** to the DPI at:
Patrick Gasper (PrivateSchoolChoice@dpi.wi.gov)
Private School Choice Programs
PO Box 7841

I. GENERAL INFORMATION

School: ABC Learning Emporium

Street Address	City	State	ZIP
124 S Francisco St	Milwaukee	WI	54202

Summer School Dates

Beginning Date Mo./Day/Yr.	Ending Date Mo./Day/Yr.	Beginning Time HH:MM	Ending Time HH:MM	School Phone Area/No.
6/22/2015	7/17/2015	8:00	1:30	414-555-1212

How many week days was school NOT in session between the beginning and ending dates listed above? For example, if the school was not in session on July 3rd, 1 should be input here. — 1

Contact Person for this Report	Email Address for Contact Person	Phone
ABC Learning Emporium	ABCLE@ABCLE.org	414-555-1212

II. SIGNATURE

I **CERTIFY** that this report is true, that the summer school will be maintained at no tuition cost to Choice students and that the school is in compliance with all regulations relating to summer school and the Private School Choice Programs. I further certify that state aid will be claimed only for classes approved for summer school.

Name of Choice Administrator: A.B. Constable

Signature of Choice Administrator | Date Signed Mo./Day/Yr.

III. PROGRAM ELIGIBILITY

Requirement	Number	Meets Requirements
Summer School Includes at Least 19 Days of Instruction	19	Yes
K4–8 Grade Classes at Least 270 minutes Required if the school has any K4–8 grade students	270	Yes
9–12 Grade Classes at Least 270 minutes Required if the school has any 9–12 grade students	270	Yes

IV. SUMMER SCHOOL PAYMENT CALCULATION

A Grades K4–8 Total Eligible Choice Pupils	B Grades 9–12 Total Eligible Choice Pupils	C K4–8 Payment Amount Calculated as 5% of the maximum per pupil choice state aid amount from the prior year	D 9–12 Payment Amount Calculated as 5% of the maximum per pupil choice state aid amount from the prior year	E Total Amount Due to School (Col A x Col C) + (Col B x Col D)
2.00	2.00	$360.50	$392.80	$1,506.60

Information reported on this report is subject to verification.

REPORT INSTRUCTIONS | Cover | Schedule 1 | Schedule 2 | Schedule 3

Additional instructions for submitting the report are available at the bottom of the Instructions tab.

Contact Patrick Gasper, Private School Choice Program Consultant, at patrick.gasper@dpi.wi.gov or (608)266-2853 if you have questions about completing and submitting this report.